



MONTGOMERY COUNTY

Charles W. Gilchrist

Center for Cultural Diversity

• 2424 Reedie Drive, Suite 220 • Wheaton • Maryland • 20902 • 240-777-4940 • Fax: 240-777-4941 •

BASIC COMPUTERS SPRING 2014

An 8-week basic computer course that meets *once* a week.

Basic Computers I *for absolute beginners*

Learn: Computer fundamentals, Microsoft Windows, basic Microsoft Word, Internet and Email

No.	Class Schedule	Dates	Taught In	Registration	
A	Thursday 12 – 2:00 pm	5/1 -- 6/19/14	English	Wed, April 2	1:00pm
B	Wednesday 5 – 7 pm	4/30 -- 6/18//14	Spanish	Wed, April 2	5:00pm
C	Tuesday 5 – 7 pm	4/29 – 6/17/14	English	Wed, April 2	5:00pm
D	Tuesday 7 – 9 pm	4/29 – 6/17/14	Spanish	Wed, April 2	5:00pm
E	Thursday 5 – 7 pm	5/1— 6/19/14	Spanish	Wed April 2	5:00pm
F	Saturday 9-11 am	4/26 – 6/21/14	English	Sat, April 5	10:00am
G	Saturday 11am – 1 pm	4/26 – 6/21/14	Spanish	Sat, April 5	10:00am

Days and times of classes subject to change; los días y las horas pueden cambiar!

Basic Computers II *for beginners*

Learn: More MS Word, training on other MS Office applications and Facebook & general social media

No.	Class Schedule	Dates	Taught In	Registration	
H	Monday 9:30 – 11:30 am	4/28 – 6/23/14	English	Wed, April 2	1:00pm
J	Tuesday 12 - 2 pm	4/29 – 6/17/14	English	Wed, April 2	1:00pm
K	Thursday 7 – 9 pm	5/1— 6/19/14	Spanish	Wed, April 2	5:00pm
L	Wednesday 7 – 9 pm	4/30 -- 6/18//14	English	Wed, April 2	5:00pm

Days and times of classes subject to change; los días y las horas pueden cambiar!

Internet Intensivo para Principiantes en español

Requisitos: Saber prender y acceder (log-in) al computador; uso del ratón o “Mouse;” uso del teclado; saber utilizar archivos y carpetas en Windows.

Aprenderá: usar navegadores y sitios de búsqueda; crear y usar correo electrónico; download/upload; buscar en mapas; búsqueda de empleo; redes sociales; sitios útiles; riesgos del Internet.

No.	Class Schedule	Dates	Taught In	Registration	
M	Monday 12 – 2 pm	4/28 – 6/23/14	Spanish	Wed, April 2	1:00pm

How to Register: In person on the registration date and time listed for each class.

Registration Fee: \$15.00 for county residents, \$30.00 for non-county residents. CASH or CHECK only.

Where: Mid-County Regional Services Center, 2424 Reedie Drive Suite 220, Wheaton, MD 20902

- *The registration fee is not refundable.* There are no make-ups or refunds for missed classes.
- Space is limited; each student can register for ONE class only. Registration is first come, first served.
- Open to ages 18 years and up only.

Questions? Call 240-777-4940